



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 2200.1A
N6
7 Jul 2009

COMNAVCRUITCOM INSTRUCTION 2200.1A

From: Commander, Navy Recruiting Command

Subj: EMERGENCY ACTION PLAN (EAP) FOR SAFEGUARDING
COMMUNICATIONS SECURITY (COMSEC) ELECTRONIC KEYING
MATERIAL SYSTEM (EKMS) WITHIN NAVY RECRUITING
COMMAND (NAVCRUITCOM)

Ref: (a) Electronic Keying Material System (EKMS) Tier 1
(b) SECNAVINST 5510.30
(c) SECNAVINST 5510.36
(d) U. S. Navy Regulations, 1990

Encl: (1) Emergency Precautionary Plan - Fire, Natural
Disasters or Hostile Action for the N6 Server Room
(2) Fire, Natural Disasters, or Hostile Action for the
N6 Server Room - Relocating Sheet
(3) Hostile Action for the N6 Server Room - Completed
Destruction Sheet
(4) Fire, Natural Disaster, or Hostile Actions
Post-Emergency Assessment Sheet

1. Purpose. To provide general guidance for Navy Recruiting Command (NAVCRUITCOM) and subordinate local elements, assign responsibilities, and issue procedures for complete protection or removal of classified Communications Security (COMSEC) material during an emergency per references (a) through (d).

2. Cancellation. COMNAVCRUITCOMINST 2200.1. This instruction has been substantially changed and must be read in its entirety.

3. Background. Security measures are designed to prevent unauthorized access of classified and cryptographic information. The possibility of unauthorized access is increased during emergency situations. It is the responsibility of all NAVCRUITCOM personnel to primarily ensure the safety of personnel and secondarily security considerations.

4. Responsibility

a. NAVCRUITCOM (N6) is responsible for ensuring Emergency Action Plan (EAP) training is conducted at least annually.

b. NAVCRUITCOM has overall responsibility for all COMSEC material. The Staff Communication Material System Responsibility Officer (SCMSRO) has been designated with the responsibility for routine COMSEC matters. The responsibility for ordering execution of the EAP rests with the NAVCRUITCOM SCMSRO; Command Duty Officer (CDO), the area NAVPERSCOM Electronic Keying Material System (EKMS) manager or, in their absence, the senior person present when an emergency arises. The responsible officer giving the order to execute the EAP, if other than the SCMSRO, must make every effort to contact CDO, SCMSRO and EKMS manager, prior to, or immediately after activating any part of the EAP.

5. Action. Emergencies such as fire, natural disaster, or hostile actions do not always bring an imminent threat. Action must be taken to maintain control over COMSEC material and other types of classified and sensitive material until the emergency has passed, or to move this material to a safe place. The specific location of classified material, person(s) responsible, the priority of classified material to be moved or relocated, and procedures to follow during an evolution will be identified and annotated in enclosures (1) through (4). The senior person present will activate the proper part of the EAP, distribute check-off sheets, and ensure completion of all tasks. When an emergency occurs, one of three possible courses of action is taken.

a. Emergency Precautionary Action. If abandonment of an area where COMSEC or classified material or equipment is stored becomes necessary because of an emergency such as fire, flooding, or possible access by unauthorized personnel, attempt to secure these materials in an authorized safe or container. If feasible, a guard should remain with any unsecured classified material until the emergency is over. After returning to the affected space, NAVCRUITCOM (N6) and alternates or, in their absence, the senior person and an assistant will conduct a complete inventory. Missing material will be immediately reported to NAVCRUITCOM (N6) Leading Chief Petty Officer, alternates, and SCMSRO. During these types of emergencies, use

7 Jul 2009

enclosure (1) to activate the emergency precautionary plan, relocating plan, or destruction plan.

b. Emergency Removal Action. When a determination is made to remove COMSEC material or equipment and abandon the area, take every action necessary to protect classified material. Place material being removed under guard while maintaining Two Person Integrity (TPI) on appropriate COMSEC materials. NAVCRUITCOM N6, or the senior person present, will issue stowage and relocation guidance. During these types of emergencies, use enclosure (2) to activate the emergency removal plan for your specific location.

c. Emergency Destruction Plan. When a determination is made to destroy COMSEC material or equipment, take every action necessary. Place material being destroyed under guard while maintaining TPI on appropriate COMSEC materials. NAVCRUITCOM N6, or senior person present, will issue destruction guidance. During these types of emergencies, use enclosure (3) to activate the emergency destruction plan for a specific location.

d. Post-Emergency Assessment. When the SCMSRO has made a determination that the fire, natural disaster, or hostile action is over enclosure (4) will be completed.

/s/

R. R. BRAUN

Deputy

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7 Jul 2009

Emergency Precautionary Plan
Fire, Natural Disasters, or Hostile Action for the
N6 Server Room

NAVCRUITCOM Help Desk Local Element (LE) will run the plan.

1. Emergency Protection Plan (EPP) implemented by _____ on this date _____ at _____ local time.

2. Enter the date and time in the spaces provided as each task is assigned, and when each task is completed. Steps are to be completed in alpha/numerical order.

	<u>Assigned</u>	<u>Completed</u>
a. CDO or the most senior officer present and advise of the implementation of the EPP.	_____	_____
b. Obtain sheets for EPP natural disasters and follow the instructions.	_____	_____
c. Have the CDO place a call to the SCMSRO and advise of the implementation of the emergency protection plan.	_____	_____
d. Place a call to EKMS manger and advise of the implementation of the emergency protection plan and if necessary, where to relocate the CMS.	_____	_____
e. Call all LE alternates to the N6 Server room.	_____	_____
f. Begin the removal or destruction of CMS per action sheets.	_____	_____

3. NAVCRUITCOM N6 will retain relocating sheets after completion of removal.

4. Record the date and time, and sign in the space provided after all of the above steps are completed.

Completion:

Date/Time

(Signature)

Comments:

Enclosure (1)

7 Jul 2009

Fire, Natural Disasters, or Hostile Action
for the N6 Server Room
Relocating Sheets

Once it is determined to relocate CMS material, N6 will bring material to EKMS manager to relocate. Joint Center on north side, Building N930 or National Guard at the Memphis airport will be relocation site depending on the disaster present.

FIRE ONLY - SECURE ALL CMS IN SAFE. If possible, retrieve inventory sheets prior to evacuating.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Give this sheet to the CMS users present.

	<u>Assigned</u>	<u>Completed</u>
1. EKMS Users will ensure the assigned vehicle is readily available to transport classified material to an alternate site. It is possible, depending on the situation, that removal will be directed to an alternate site other than the server room vault.	_____	_____
2. EKMS Users will call EKMS manager and inform them of the movement of CMS.	_____	_____
3. Open safe, remove and retrieve inventory of CMS material.	_____	_____
4. Verify material against inventory and place it in laptop bag. Add or delete as necessary, documenting on inventory sheet.	_____	_____
5. Secure laptop bag. Secure safe doors. Proceed with the laptop bag to the relocation site.	_____	_____
6. Zeroize STE phones in Wood Hall, Building 789 and Jamie Whitten, Building 791.	_____	_____
7. Upon completion, inform SCMSRO, CDO and EKMS manager.	_____	_____

Completion:

_____	_____	_____
Date/Time	(Signature)	(Signature)

COMMENTS:

HOSTILE ACTION FOR THE N6 SERVER ROOM
COMPLETED DESTRUCTION SHEETS

The SCMSRO will make the determination that CMS destruction must be held.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: Give this sheet to the EKMS alternates present and document all destruction on inventory sheet.

	<u>Assigned</u>	<u>Completed</u>
1. Open safe, remove and retrieve inventory of material.	_____	_____
2. Zeroize STE phones by pressing the Menu button, scroll until you see ZEROIZE TERMINAL, press select and Confirm.	_____	_____
3. Upon completion, inform CDO, SCMSRO, and EKMS manager.	_____	_____

Completion:

_____	_____	_____
Date/Time	(Signature)	(Signature)

COMMENTS:

7 Jul 2009

FIRE, NATURAL DISASTERS, OR HOSTILE ACTION**FOR POST-EMERGENCY****ASSESSMENT SHEET**

The SCMSRO will make the determination when fire, natural disaster, or hostile action is over.

TPI WILL BE ADHERED TO DURING EVOLUTION

INSTRUCTIONS: EKMS manager and alternates will complete the inventory. Document on inventory sheet.

	<u>Assigned</u>	<u>Completed</u>
1. Inventory all equipment and material relocated.	_____	_____
2. Assess and create SF-153, COMSEC Material Report for all equipment and material that was destroyed. The SF-153 is available from the EKMS manager.	_____	_____
3. Send message to CNO, DCMS, and DIRNSA per reference (a), Annex L.	_____	_____
4. Re-issue all equipment or material as needed.	_____	_____
5. If necessary, inspect spaces for security weaknesses.	_____	_____
6. List all personnel (authorized and unauthorized: including fire fighters) who had access to STE's.		

(Rank, First and Last Name)

(Rank, First and Last Name)

(Rank, First and Last Name)

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(Rank, First and Last Name)

Completion:

Date/Time

(Signature)

(Signature)